

SEDALIA SCHOOL DISTRICT #200

Job Title: Parent Educator

Job Overview

- Parent Educator salary schedule (based on education)
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment by May 15
- Reports to Early Childhood Principal

Qualifications

- Substitute Certification by the State of Missouri preferred
- Understanding of the role of the parent educator and the public school's relationship to the community and the people served
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Vacations, leave policies, and fringe benefits as stated in Board policies
- Devote the necessary time and effort to accomplish program goals and objectives

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to, youth
- Conduct developmental screening of children ages birth to four years of age
- Provide parent education for families with children birth to four years of age
- Maintain records in compliance with the administration requirements for the Parents As Teachers Program
- Demonstrate good communication, observation, and interpersonal skills
- Work to empower the parents with whom they work
- Demonstrate knowledge of the curriculum and materials utilized
- Demonstrate professionalism in the performance of all duties
- Report difficulties encountered to administration immediately
- Attend regular and special meetings as required by the administration
- Attend team meetings and make contributions toward improvement to the group
- Attend district and state association meetings as required by administration
- Maintain communication and a working relationship with students, parents, staff members, and others regarding instruction programs
- Work cooperatively with the directors, district coordinators, and administrators in the supervision and coordination of the respective programs
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.

